



## **Assistant City Attorney #01900**

City of Virginia Beach – Job Description

Date of Last Revision: 04-23-2018

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 16

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Perform legal duties for the City.

### **Representative Work Functions and Responsibilities**

Professionally represent the City in state and federal trial courts and at administrative hearings; prepare and present litigation on the General District Court and Circuit Court levels; investigate and prosecute misdemeanor offenses and appeals; and assist senior staff attorneys in the presentation and preparation of litigation and appeals to the Supreme Court of Virginia.

Render legal advice on certain phases of municipal duties and operations to various departments; and research and prepare opinions on legal problems of the City, as assigned.

Investigates complaints by or against the City; and investigate public land acquisitions.

Analyze and draft legal documents; and draft new and amended ordinances.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Effectively handle the prosecution of misdemeanors, represent the City as plaintiff or defendant in civil cases in General District Court and Circuit Court, including necessary research, witness interviews, negotiations with plaintiff and defense counsel, preparation of jury instructions and presentation of cases at trial; use tact and discretion to establish effective relationships with other judicial agencies, victims, witnesses, law enforcement agencies, city departments, and the public at large; maintain accurate files, adequately documenting in writing all actions, providing sufficient justification to support recommended action.

### **Minimum Qualifications**

Active membership in good standing in the Virginia State Bar,; eligible to practice law in the State of Virginia and the Federal District Court, has a third year practice certificate and becomes an active member of the Virginia State Bar within six (6) months of hire, or is a member in good standing in an out-of-state Bar and becomes an active member of the Virginia State Bar within six (6) months of hire.

**Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

- A. Knowledge
  - 1. Knowledge of the modern principles, practices, and procedures and substance of local, state, and federal law.
  - 2. Knowledge of city and state activities, procedures, and personnel responsibilities.
- B. Skills
  - 1. Skill in researching various legal problems and in preparing legal opinions.
  - 2. Skill in analyzing and preparing various legal documents.
- C. Abilities
  - 1. Ability to communicate and express ideas effectively, both orally and in writing.
  - 2. Ability to establish and maintain effective working relationships with staff employees and the public.
  - 3. Ability to handle and cope effectively with stressful situations and to exercise discretion and tact in dealing with sensitive matters.

**Working Conditions**

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**Physical Requirements:** *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Mostly sedentary job, but does require walking, standing, lifting and carrying some of the time and requires routine keyboard operations and phone use.

**Mental Requirements:** *Mental refers to the degree that the job involves cognitive activities, and use of mental processes.*

Performs professional level work requiring multitasking, ability to handle multitude of cases and matters at one time, the ability to complete matters with short deadlines, the ability to process and interpret facts and information, the ability to learn, evaluate and apply the law to specific fact patterns, the ability to clearly and concisely communicate legal opinions and guidance to clients. Requires close attention to detail and the ability to perform under high levels of stress.

**Environmental Conditions:** *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves limited to no risk of exposure to any environmental hazards.

**Sensory Requirements:** *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.